The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

**Deadline:** Friday, August 9, 2024
**Number of Positions:** Up to 4 positions
**Rate of Pay:** $19.00
**Position Start Date:** Monday, August 26, 2024
**Position End Date:** Monday, December 23, 2024
**Number of Hours per Week:** Approximately 5 hours per week (additional hours may be available up to a maximum of 24 hours per week)

**Classification:** CUPE 3261 Casual (Athletic Service Attendant classification)

**Summary:** Reporting to the Facility Manager, and under general supervision, the RAWC Facility Attendants provide a variety of RAWC facility related services in a highly customer service oriented environment. The degree to which each employee performs each task will vary according to assigned scheduled and needs. Flexibility of the employee to perform a wide variety of functions is necessary. Duties are not limited to the list below.

- Clean exercise equipment, sport equipment, and surfaces between uses
- Monitor facility to assist users in following health and safety protocols
- Set-up, move, dismantle and store athletic equipment and other apparatus such as speakers, score clocks, audiovisual equipment, tables, chairs, bleachers, etc., in accordance with athletic program and event schedules
- Assist facility users in the locker room area, inspect locker room areas and report damage; clean lockers, remove belongings which are inappropriately stored, record and store items removed
- Actively identify and report necessary repairs of athletic facility, equipment, and machines to supervisor
- Respond to any internal special requests by department staff members (i.e., special requests for equipment retrieval/set up)
- Monitor access and use of indoor/outdoor RAWC spaces, provide general directional information to facility users, use a computer for inter-office mail regarding set ups, meetings, etc., and membership, locker information;
- Manage equipment signed out by user, restore athletic equipment, assist in maintaining inventory of athletic equipment
- Receive towels, athletic team uniforms and equipment to be cleaned
- Sort soiled laundry received, load and unload laundry into commercial washing and drying machines, fold or hangs items on completion
- Open and lock entrance doors at appropriate times
- Maintain inventories and report discrepancies
- Maintain and operate commercial washers, extractors and dryers, clean machines daily, lubricate machines bi-weekly; perform minor repairs such as tightening nuts and bolts, adjusting fan and drive belts and perform other minor repairs when necessary
- Perform other related duties as required
DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

**Qualifications:**
- Current Standard First Aid, CPR level C and AED certifications
- Ability to work independently as well as in a team setting
- Experience in a customer service environment is a strong asset
- Flexible and open to learning and performing new tasks
- Employment offer is conditional upon receipt of an acceptable Criminal Records Search “Vulnerable Sector screening”
- Preference will be given to current part time or full time undergraduate or graduate UTM students

**Method of Application:**

**Deadline to Apply:** Friday, August 4, 2024 @ 11:59 PM

Please send your resume, cover letter, and two references to anthony.sestito@utoronto.ca with subject “RAWC Facility Attendant Application”.

Please also include:
- your availability (on weekdays, evenings, and/or weekends)
- copy of your Current Standard 1st Aid, CPR level C and AED certifications

We thank all applicants for their interest; however, only those applicants selected for further consideration will be contacted.

**Contact Information:**

Anthony Sestito, Facility Manager
anthony.sestito@utoronto.ca
University of Toronto Mississauga - Recreation, Athletic & Wellness Centre